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Minutes  
Workshop Meeting  
March 8, 2016

Present: Mayor Pro-Tem Jeff Turek, Council Members Troy Belliston, Kolene Granger, Garth Nisson, City Manager Roger Carter, City Attorney Jeff Starkey, City Recorder Danice Bulloch, Public Works Director Mike Shaw, Administrative Services Manager Kimberly Ruesch, Power Director Kelly Carlson, IS Director Steve Whittekiend, Human Resource Director Ruth Holyoak, Police Chief Jim Keith, Event Coordinator Dustin Halterman, Audience: Mike Swallow, Colby Neilson, DeAnn Betenson

Excused: Mayor Kenneth Neilson and Council Member Thad Seegmiller

Meeting commenced at 6:00 P.M.

**1. Approval of the Agenda.**

*Council Member Granger made a motion to approve the agenda. Council Member Nisson seconded the motion; which passed with the following roll call vote:*

<i>Council Member Belliston</i>	<i>Aye</i>
<i>Council Member Granger</i>	<i>Aye</i>
<i>Council Member Nisson</i>	<i>Aye</i>
<i>Mayor Pro-Tem Turek</i>	<i>Aye</i>

**2. Review of the board audit report.**

Administrative Services Manager Kimberly Ruesch reviewed the Board Audit Report with Council.

**3. Discussion and review of a proposed Joint Venture Agreement with Red Mountain Running, LLC for the Southern Utah Half Marathon. Event Coordinator Dustin Halterman**

Event Coordinator Dustin Halterman explained Red Mountain Running is proposing a joint venture for the Southern Utah Half Marathon.

Council Member Granger asked for clarification payment to Washington. The review states

Washington City would receive 25% of the gross profits. However, the agreement does not have it spelled out.

Event Coordinator Halterman stated the document has not been finalized. However, an agreement has been reached, which states Washington City would be receiving 25% of the gross profits.

Police Chief Jim Keith stated this is an event that has taken place for the last 3 years in Washington City. The only thing changing, is Washington City will be participating in the venture.

City Attorney Jeff Starkey stated there would be some details needed to complete the final draft of the agreement. He asked if Council would like the document to be drafted as it would be on an annual recurring basis.

Mayor Pro-Tem Turek stated he is would be in favor of holding this event on an annual basis, with the participation of Washington City.

#### **4. Discussion and review of personal related items for 2017 Budget Year. Human Resource Director Ruth Holyoak**

Human Resource Director Ruth Holyoak introduced Mike Swallow with our personnel performance systems and Ryan Hatch with Utah Local Governments Trust.

Mike Swallow reviewed the 2016 Compensation Proposal.

Council Member Belliston asked what the pay scale is based upon.

Mr. Swallow stated the pay is based on the job description.

Council Member Belliston asked what type of pay structure could be offered for those employees who do not have technical career paths for advancement in pay.

Mr. Swallow stated different levels of technical knowledge could be added within the job description, which would include time invested in position.

Council Member Bellison asked how often job descriptions are re-evaluated.

Mr. Swallow stated they are ongoing. The Human Resource Director has done a good job of being on top of the descriptions.

Council Member Nisson asked if there are any long term predictions on pay and benefits increasing.

Mr. Swallow stated they anticipate a fairly consistent increase over the next few years. The increases could be around two to three percent.

City Manager Carter stated in the past we have had a period of 4 years without pay increases as well as diluting the benefits packages.

Human Resource Director Ruth Holyoak stated we have been going through the job descriptions in the past two to three years. They are all nearly current at this point. All of our employees are within the midpoint of their pay scale. Washington City does not have any employees outside of their maximum pay point.

Ryan Hatch explained Utah Local Government Trust position with the entities. He reviewed the benefits program as well as the dividends and grants given back to members of the insurance pool.

Council Member Belliston asked changes were made to the employees on the benefits package.

Mr. Hatch reviewed the changes made to the employees approximately three years ago. He then reviewed the current Washington City benefits and historical trends. He then explained the different benefit options currently offered by Washington City, as well as the associated costs.

Council Member Nisson asked for clarification on the benefits increase for the upcoming year.

Mr. Hatch stated the anticipated increase is 7.5 percent for PEHP.

Human Resource Director Ruth Holyoak reviewed the 2016 Performance Evaluations Benefit Plan.

Council discussed the different benefit packages offered by Washington City.

Council Member Granger asked about the Equity Adjustments for employees.

Human Resource Director Holyoak explained how the Equity Adjustment process would work.

Council discussed the longevity increases for employees.

Council Member Granger commented she appreciates the longevity increases.

City Manager Carter stated part of this presentation is to obtain feedback from the Council. Staff will take feedback, and implement those recommendations into the budget, based on the amount of money available in the upcoming year.

Human Resource Director Holyoak reviewed the new employee requests by department.

Administrative Services Manager Kimberly Ruesch explained where the excess funds are placed when an employee is approved in a prior year, and not hired.

Mayor Pro-Tem Turek asked where the Stormwater Supervisor would fall within the department.

Public Works Director Mike Shaw reviewed the Stormwater Employee structure.

**5. Discussion and review of the 5 Year Capital Improvement for 2017 Budget Year. Administrative Service Manager Kimberly Ruesch**

Administrative Services Manager Kimberly Ruesch reviewed the 5 year Capital Improvement Plan for 2017.

Council discussed the use of RAP Tax money for the Veterans Park, within the Capital Plan.

City Manager Carter stated the Capital Plan is just a tentative guideline. However, if the RAP Tax money were to be unavailable, then the money would have to be found elsewhere, or changes would have to be made to the timeline of the plan.

Administrative Services Manager Ruesch commented the RAP Tax Resolution does not work very well with the budgetary process. The current guidelines show an application to be reviewed in July, but by this time, the budget is already approved, and would have to be amended for any potential funds being used for Washington City.

Council discussed changing the RAP Tax allocation process.

Administrative Services Manager Ruesch continued the Capital Improvement Plan.

Public Works Director Mike Shaw explained the MPO is willing to assist in funding our transportation plan.

City Manager Carter asked Council to review the Capital Improvement Plan, as a whole without completely getting stuck on the funding. If the plan as a whole works as far a timeline, then the funding will be addressed, and if the money is not available, then the dates would be reconsidered.

Public Works Director Shaw discussed the Washington City exit at Main Street as opposed to 300 East.

Council Member Granger stated she would prefer the exit be located at 300 East, and the Washington City Elementary be relocated.

Public Works Director Shaw stated part of the design process of the exit will include the 300 East possibility and would include discussions with the School District.

Council reviewed the Capital Plan proposals for Public Works.

Administrative Services Manager Ruesch explained typically the Capital Improvement Plan is adopted at the same times as the budget. If Council is not comfortable with that, the previously adopted plan carries through 2020, and can still be used as a guide.

**6. Discussion and review of the amendment to the Washington City 2015/2016 Fiscal Year Budget. Administrative Service Manager Kimberly Ruesch**

Administrative Services Manager Kimberly Ruesch reviewed the amendments to the Washington City 2015/2016 Fiscal Year Budget.

**7. CLOSED SESSION**

**A. Discuss purchase, exchange or lease of property.**

*Council Member Granger made a motion to moved into closed session to discuss purchase, exchange or lease of property. Council Member Belliston seconded the motion; which passed with the following roll call vote:*

<i>Council Member Belliston</i>	<i>Aye</i>
<i>Council Member Granger</i>	<i>Aye</i>
<i>Council Member Nisson</i>	<i>Aye</i>
<i>Mayor Pro-Tem Turek</i>	<i>Aye</i>

Council moved into Closed Session at 9:22 P.M.

The Council adjourned the Closed Session and returned to the Regular Meeting at 10:08 P.M.

**8. Adjournment**

*Council Member Granger made a motion to adjourn the meeting. Council Member Belliston seconded the motion; which passed with the following roll call vote:*

<i>Council Member Belliston</i>	<i>Aye</i>
<i>Council Member Granger</i>	<i>Aye</i>
<i>Council Member Nisson</i>	<i>Aye</i>
<i>Mayor Pro-Tem Turek</i>	<i>Aye</i>

*Meeting adjourned at 10:08 P.M.*

Passed and approved this 23rd day of March, 2016.

Attest by:

  
Danice B. Bulloch, City Recorder



Washington City

  
Kenneth F. Neilson, Mayor